



## Seattle Department of Education & Early Learning

### **How to Access DEEL Summer Learning 2018 Webinar**

**Date:** Tuesday, January 30, 2018

**Time:** 12:00-1:00pm

**RSVP here:** [www.surveymonkey.com/r/SummerLearningInfoRSVP](http://www.surveymonkey.com/r/SummerLearningInfoRSVP)

**Dial-in Number:** (605) 472-5620, **Access Code:** 280455, **Online Meeting ID:** deel\_cityofseattle

The webinar will be hosted on the FreeConferenceCall.com platform and is accessible in three formats:

**1) Audio Only, 2) Web Browser, 3) Cell Phone App.**

To view the PowerPoint presentation, please access via web browser or cell phone app.

### **Mute + Questions during the webinar**

Audio only participants will be muted throughout the webinar. We will unmute phone callers during the last 20 minutes of the webinar to ask questions.

Participants accessing the webinar by web browser or the cell phone app will also be muted. These participants will be able to submit questions in real-time via the chat window. When sending questions, please send to “all attendees” so that all participants can view your questions.

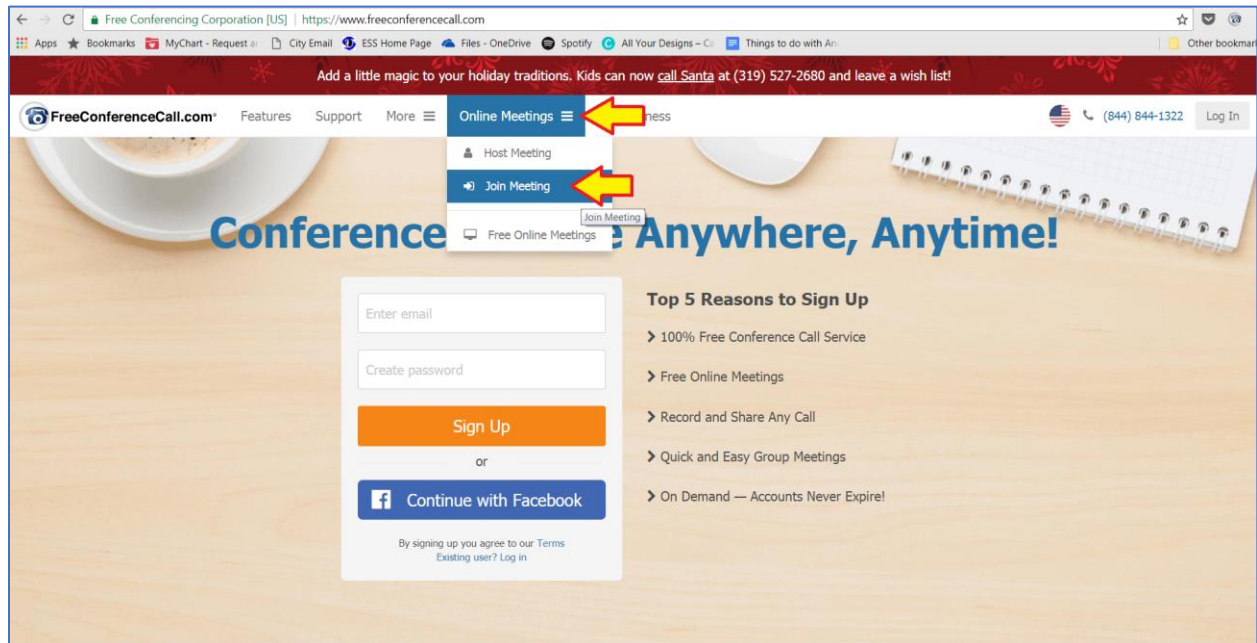
### **Option 1 - Audio Only**

Dial-In Number (605) 472-5620

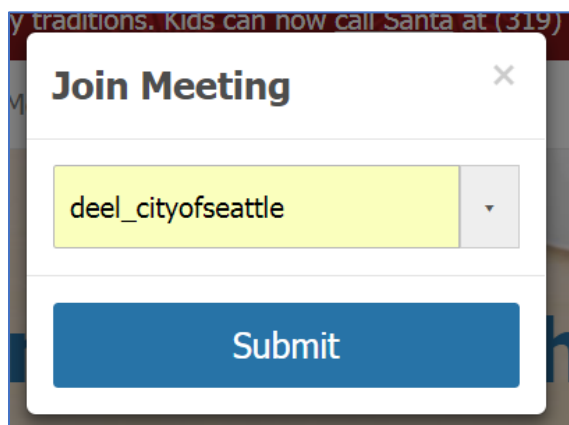
Access code: 280455

## Option 2 - Web Browser

Visit [www.freeconferencecall.com](https://www.freeconferencecall.com), Click “Online Meetings” on the top tool bar, and select “Join Meeting”.

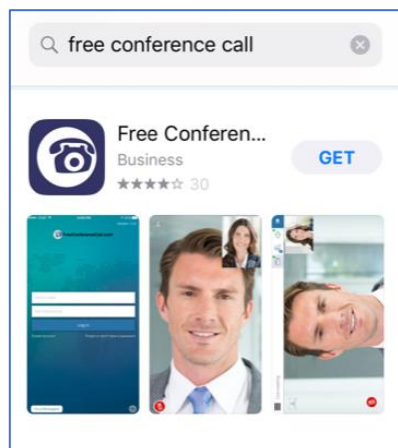


You will be prompted to enter an Online Meeting ID in a pop up window. Enter “deel\_cityofseattle” and click “Submit”.



You may see this screen pop up screen to download the “FCC\_installer.exe”. This is optional, and will allow your image/face to be visible to other members on the call. You will have full access to the slides even if you don’t download it.

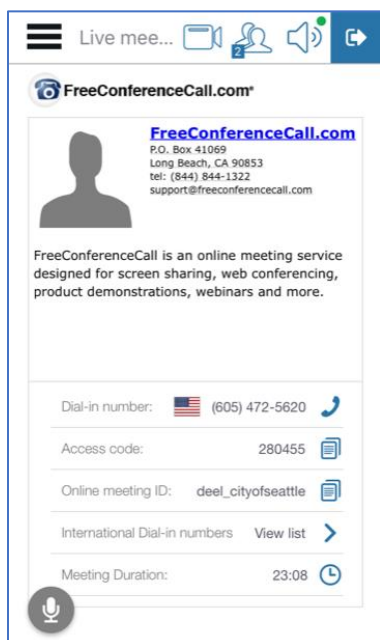
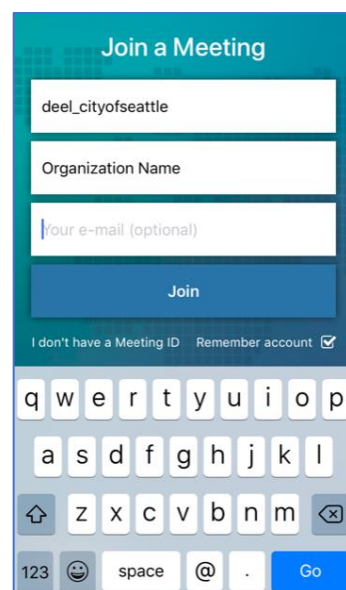
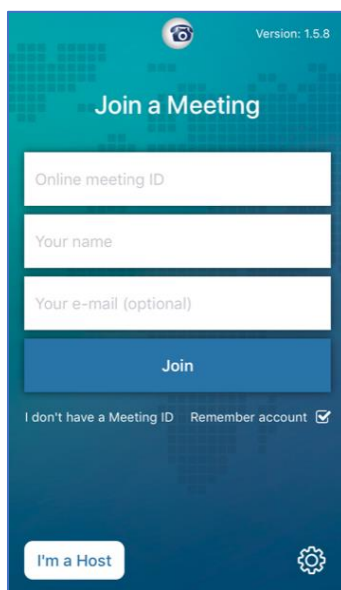
### OPTION 3 - Cell Phone App



In your cell phone's app store, search for "free conference call" and download the app. The app will appear as shown below.

Once the app is downloaded the login screen for participants will appear with the header "Join A Meeting" on the top of the screen.

You will be prompted to enter the "Online meeting ID", your name or your organization's name, and your email (which is optional). Then click "Join".



Once you enter the app, the following screen will appear and you will be connected to the webinar. The presenter and PowerPoint slides will appear in your view. The presenter will automatically mute all participants lines until the question & answer portion of the presentation.